

Tennessee Wildlife Resources Agency

1/30 /2008

Applications for Wildlife Officer 1 and Wildlife Manager 1 will be accepted by the Department of Human Resources (DOHR) beginning on March 25 and continue through April 22, 2008. I strongly recommend that all applicants use the online application process available to them at the following web address: <http://www.state.tn.us/personnel/tnapp.htm>

Here are a few FAQ's intended to assist you in the application process:

1. Do I have to re-apply and re-take the test if I'm currently on the register for these two job classifications? ans. No, the current employment register will be supplemented by adding the scores from all newly submitted applications. All interested persons must submit a state application to update their current score or to begin the application/examination process. If you are satisfied with your current register score, you need do nothing, your score will remain unchanged. If you re-apply, your most recent score will apply.

2. Do I have to use the online application process? ans. No, you may submit your application to the DOHR, using a hard copy application, to the address listed on the state application form. The online application is voluntary but does allow the applicant to have an application account that enables a more effective application process for later application submissions for other job classes. It also speeds up the application rating process.

3. May I apply if I don't graduate college until July/August 2008? ans. Yes, all graduating students may submit their application during this open period if you are expected to meet all requirements to graduate within 90 days of the Wildlife examination date.

4. If I use the online application process, must I send in a hardcopy of my most recent college transcript? ans. Yes, a copy of your most recent college transcript must be submitted for proper application rating. You may fax it to 615.401.7626 when you submit your application. You may also mail it with your application if you choose to submit a hard copy application form. Ensure your full name and SSN are clearly listed on the transcript and that you indicate it is for the Wildlife Manager/Officer application rating.

5. What happens after I submit my application? ans. Your application will be rated/scored to ensure you meet minimum qualifications for the job classification. In other words, do you have the minimum required B.S. Degree or a more advanced related degree. Next, you will be contacted by DOHR and will be required to complete and return a "supplemental" application form. The score you achieve from this form will be a part of your final score so ensure you list all requested information in short, concise statements that fully describe your experience and/or education. The experience elements listed on the beginning pages of the supplemental application should agree with your detailed experience descriptions in later sections of the form. Ensure you establish linkage for the maximum score. Last, DOHR will invite you to schedule an appointment to take the Wildlife exam.

6. If I'm interested in becoming a "Forester" with TWRA should I apply for Wildlife Manager 1? ans. Yes, the Wildlife Manager 1 job classification is the official job class used to fill all TWRA Forester positions.

7. How long until my name gets on the employment register and I can expect to interview for a position? ans. The estimated date that the Wildlife examination will be administered is late May or early June of 2008. That will be the last step in the application/rating process. The newly established employment register will be available for our use in the mid-June 2008 time frame and should be valid for a minimum of 1 year. Interviews are offered on a "vacancy" basis. Your overall score will determine your relative ranking on the employment register. By state law, we must hire from the top five scores on the register.

As a final thought: Your Wildlife or related degree enables you to meet the minimum job requirements. Your level of education and related working experience are factored together with your Wildlife examination score to determine your overall final score. Your overall score determines your relative ranking on the employment register. As you prepare to begin the application process, gather together your work, hobby, and recreational history and explore the most effective way to describe your work history, hunting and fishing experience, etc. in clear, concise, and descriptive terms.

Good Luck to everyone!